PERS-453
MANNING CONTROL AUTHORITY BUREAU)MCAB(

References:
OPNAVINST 1000.16K
MILPERSMAN 1306-100

Manning Control Authorities (MCAs)

- There are two MCAs
  - MCA Fleet (MCAF)
  - MCA Bureau (MCAB)
- MCAF is responsible for all sea duty activities and shore activities that are in direct support of the Fleet
- MCAF is responsible for 83% of all enlisted billets; MCAB is responsible for the remaining 17%

PERS-453 Mission

- **Ensure mission accomplishment through continuous management of authorized priority manning for shore duty activities relating to infrastructure, training, recruiting, and joint commands**
- **Distribution of personnel assets**
- **Pivotal in fleet readiness Advocacy, ensuring the order of importance for which activities will be priority manned**

PERS-453

PERS- 453

Manage NMP and set Priorities for:

Activities (UICs) 4,200

Billets:
CONUS based 37,000

Overseas 4,000
Full Time Support 4,000
Total Billets 45,000

Responsible for :

BSO’s 38

Sailor Distribution

- # of rollers determine # of CMS-ID requisitions
- MCA balance determines how many requisitions each MCA gets displayed on CMS-ID
- PERS-4013 loads CMS-ID; MCA provides input
- Sailors apply for jobs online (or call their Detailer)
- Detailers scrub the applicants and write orders

MCAB Roles

- **Assign “Special NMP”/“Directed Manning”**
  - **TFMMS package is required before Special NMP is given to a command (for requisition to “pop”)**
  - **Directed manning is when MCAB sets a command’s NMP to match BA (requires BSO to provide compensation).**

- **Process “Priority Manning” requests**
  - **CNO Priority 1 and 2**
  - **Set MCA Priority 3**
  - **Distribute remaining “fair share”**

MCAB Roles (Con't)

- **Asset Management**
  - **Admin Shifts**
  - **Additional Requisitions (ADREQs)**
  - **Diverts**
  - **COMPTOURs (reassigning excess Sailors)**
  - **TAD Assists (gaining command pays)**
  - **Paygrade Substitutions**
  - **LIMDU/Pregnancies**
  - **"A" School Graduates**
  - **Extend Personnel Onboard (NAVPERS 1306/7)**
  - **Enlisted Manning Inquiry Reports (EMIRs)**
  - **Requisition Suppression**

MCAB Roles (Con't)

- Distribute/re-distribute within MCAB
- Direct Requisition Priority
- Assist in processing billet changes and suppress requisitions
- Direct liaison with BSOs
- Direct liaison with PERS-4013 and MCAF on placement/OPHOLDs/ORDMODs/directed manning/diverts/crossdeck issues

Priority Manning
The Annual Process

- **January – MCAB sends via email the "request for input" for the next FY**
- **May – BSO's input is due to MCAB in the first week**
- **May-August – MCAB reviews requests and BSO endorsement. N12 staff weighs in on behalf of major Joint commands to MCAB**
- **By mid-August – MCAB forwards recommendations for Priority 1&2 to PERS-452**
- **By mid-September – PERS-452 (for the CNO) approves and/or disapproves**

Individual Augmentation

- **MCAB coordinates tasking for enlisted personnel for Individual Augmentation Manpower Management (IAMM) missions (excludes OSA)**

- **MCAB remains the liaison between USFF and BSO for all mission changes, including updates and cancellations, until the nominee returns from theater**

IA Process

1st
- USFF tasks MCAB for an IA nomination
- MCAB tasks BSO with available skill set inventory for fill, giving specific deadline to prevent gap in theater

2nd
- BSO returns PRI NOM for the tasking prior to deadline
- BSO forwards additional documents required to fully vet NOM (ex. clearance, reenlistment, extension paperwork)

3rd
- MCAB enters fully vetted NOM into the USFF IA portal
- MCAB remains liaison for NOM until return from theater (ex. training track changes, swaps, ORMODS, early returns)

Nomination Due Dates

MCAB

- MCAB provides due date to BSO > 90 days of reporting to allow NOM maximum time to prepare for IA
- Once received by BSO, MCAB submits NOM in the USFF IA portal

USFF

- If < 60 days of reporting, USFF reviews VOL/Non-VOL status and researches new training track for mission.
- Breaching the 60-day mark has potential to cause a gap in theater.
- USFF updates MCAB on any IA mission changes

MCAB Points of Contact

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